



CIVIL AIR PATROL MISSISSIPPI WING
UNITED STATES AIR FORCE AUXILIARY

29 Dec 2012

FROM: Mississippi Wing/CC
1635 Airport Drive
Jackson, MS 39209

SUBJECT: MSWG Mishap Reporting Policy

Pursuant to CAPR 62-2, members of the Mississippi Wing will comply with the following procedures when reporting a mishap:

1. In the event of any mishap involving Mississippi Wing aircraft, vehicles, personnel or property; immediately notify the following individuals:

- Wing Commander (MS/CC)
- Director of Safety (MS/SE)

Thereafter and in accordance with the MSWG Mishap Reporting Pyramid, the following individuals must receive notification:

- CAP-USAF Representative (ADO)
- Vice Wing Commander (MS/CV)
- Director of Operations (MS/DO)
- Director of Emergency Services (MS/DOS)

2. The Wing Commander or his designee will also notify the Region Commander and/or the Region Safety Officer in the event of a mishap.

3. The Wing Commander or his designee will immediately notify the CAP National Operations Center of all mishaps that can be classified as an "accident" (per CAPR 62-2 Attachments 1, 2 and 3) on:

National Operations Center (NOC) 1-888-211-1812, Ext 300

4. Unit/activity commanders are responsible for ensuring an online Form 78 is accomplished within 48 hours following a mishap. However for mishaps involving death or bodily injury accidents, DO NOT fill in the "account" portion of the online Form 78 without prior coordination with a CAP legal officer or General Counsel's office.

5. Completed reports of investigation CAPF 79 must be electronically submitted to Wing Headquarters within 25 days following the mishap.

Carlton R. Sumner, Col, CAP
Commander, MSWG

This policy rescinds and replaces all previous supplements and policies on the subject